United Nations ST/IC/1999/53

Secretariat

26 July 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in June 1999.

* Expiration date of the present information circular: 31 December 1999.

99-21833 (E) 290799

Annex

Placement and promotion
1 to 30 June 1999

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Promotion					
Bowleg, Lorraine	F	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-406-NY
Buencamino, Leonides*	M	DESA	DESA	P-3	98-E-ESA-375-NY
Gimarino, Patricio	M	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-406-NY
Kuznetsova, Galina	F	DPA	DPA	P-3	98-P-DPA-383-NY
Lungameni, Loide	F	ODCCP	ODCCP	P-3	98-A-UNV-608-VI
Moser, Frank	M	OHCHR	OHCHR	P-3	98-A-CHR-563-GE
Motsete, Nthisana	F	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-406-NY
Niihara, Akiko	F	OLA	OLA	P-3	99-L-OLA-230-NY
Oliden, Maria	F	DESA	DESA	P-3	98-M-ESA-409-NY
Prescott, Darlene	F	OLA	OLA	P-3	98-L-OLA-411-NY
Tuason, Mario*	M	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-406-NY
Venugopalan, Rama*	F	ESCAP	DM/OPPBA	P-3	98-F-OPB-406-NY
Cook, Denise	F	DPA	DPA	P-4	98-P-DPA-387-NY
El Hefnaoui, Nagwa	F	DGAACS	DGAACS	P-4	98-T-DGA-333-NY
Elrazaz, Ahmed	M	DGAACS	DGAACS	P-4	98-T-DGA-333-NY
Hilmy, Afaf	F	DGAACS	DGAACS	P-4	98-T-DGA-333-NY
Humeida, Ahmed	M	ESCWA	ESCWA	P-4	99-E-ECW-214-BE
Ionescu, Florin**	M	DM/OCSS	DM/OCSS	P-4	
Jeon, Mija	F	UNOV	UNOV	P-4	99-F-UNV-604-VI
Kostov, Vesselin	M	DPA	DPA	P-4	98-P-DPA-374-NY
Mei, Jiang-Zhong	M	DGAACS	DGAACS	P-4	99-T-DGA-203-NY
Orlov, Konstantine	M	DGAACS	DGAACS	P-4	99-T-DGA-202-NY
Kell, Georg***	M	EOSG	EOSG	P-5	
Laye, Ousmane	M	ECA	ECA	P-5	98-X-ECA-B06-AA
Mortimore, Michael	M	ECLAC	ECLAC	P-5	98-F-ECL-A85-SC
Otobo, Eloho	M	ECA	ECA	P-5	98-A-ECA-119-AA
Serikoff, Nicolas	M	UNOG	UNOG	P-5	98-T-UNG-422-GE
Zadi, Urbain	M	ECA	ECA	P-5	98-E-ECA-127-AA
Antonini, Bianca***	F	EOSG	EOSG	D-1	
Ertuna, Cengiz	M	ESCAP	ESCAP	D-1	98-X-ESC-033-BA
Senghor, Jeggan	M	ECA	ECA	D-1	98-E-ECA-158-NI
Sarma, Madhava****	M	UNEP	UNEP	D-2	VA-NA-90-30

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Placement					
Fernandez Vernet, Enrique	M	DGAACS	UNOG	P-3	99-T-UNG-502-GE
Banda, Jeremiah	M	ISCS	DESA	P-4	98-M-ESA-410-NY
Rainford, Maya	F	ESCWA	DPKO	P-4	98-K-DPK-946-NY

* The Secretary-General approved the placement of the staff members against the posts at their current level. The promotion of the staff members will be implemented when they have reached the established seniority in grade for regular promotion to the higher level.

** The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

*** The Secretary-General approved the promotions in accordance with the provisions outlined in the memorandum dated 2 March 1982 from the Secretary-General to the Assistant Secretary-General for Personnel Services.

**** The staff member was recruited for the vacancy in 1990. The post was reclassified to the D-2 level in April 1999.

United Nations ST/IC/1999/53/Corr.1

Secretariat

18 August 1999

Information circular

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

Corrigendum

Annex

1. Delete the asterisk *after* Buencamino, Leonides
2. Add an asterisk *after* Gimarino, Patricio

99-23931 (E) 230899

United Nations ST/IC/1999/54

Secretariat

26 July 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in June 1999.

* Expiration date of the present information circular: 31 December 1999.

99-21831 (E) 290799

United Nations ST/IC/1999/55

Secretariat

27 July 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for promotion to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2000 competitive examination for promotion to the Professional category, in accordance with the provisions of administrative instruction ST/AI/1998/8 of 13 August 1998.

2. The 2000 competitive examination for promotion to the Professional category is scheduled to be held from 7 to 11 February 2000 (written component) and in June/July 2000 (oral component). The final schedule, the occupational groups selected and the application form will be provided in an addendum to the present information circular.

Eligibility

3. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Has a minimum of five years' continuous service in the Secretariat by 31 December 1999, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 4 below;

(b) Has a satisfactory record of performance;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2000;

(d) Meets the minimum eligibility criteria set out in paragraphs 5 to 8 of the present information circular.

4. Short breaks in service may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and, by 31 December of 1999, would have

* Expiration date of the present information circular: 31 December 2000.

99-22019 (E) 300799

served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Minimum eligibility criteria

5. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2000. The minimum eligibility criterion is a first-level university degree, equivalent to a bachelor's degree, broadly related to the occupational group for which the candidate has applied. Staff members who have a degree or degrees broadly related to two occupational groups offered in 2000 may apply to take the examination in each of these two occupational groups.

6. Staff members who have served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups in which the examination is held in 2000, upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2000, they may apply to take the examination in a second occupational group to which their degree is broadly related.

7. Staff members shall provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 3.

8. In view of the request to the Secretary-General contained in paragraph 22 of section V of General Assembly resolution 53/221 of 7 April 1999, all eligible candidates will be allowed to take the examination, but the results of the examination, including the marking of the papers of nationals of over-represented countries, will be subject to the outcome of the review of the issue by the General Assembly at its fifty-fourth session.

Applications

9. Staff members who wish to submit an application shall complete the application form annexed to the addendum to the present information circular and submit it with all required documentation to the Central Examinations Board by 31 October 1999. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

A. Written examination

10. The written examination accounts for 80 per cent of the total number of points available for each occupational group and consists of two parts: a general paper (four hours) and a specialized paper (four hours) related to the occupational group concerned.

11. Part I, the general paper, consists of three sections with a total coefficient of 30 per cent:

(a) Section 1 will test the candidate's ability to analyse a problem. The section consists of a text and questions based on the text. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(b) Section 2 consists of a text of a speech or a report. Candidates will be asked to summarize the text, reducing it to approximately one third of its length. The summary will be evaluated for comprehension, accuracy and clarity of thought. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 percent of the marks assigned to the examination;

(c) Section 3 tests the candidate's knowledge of international relations. Candidates may choose to answer any 10 among 12 questions offered. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination.

12. Part II, the specialized paper, which tests the candidate's substantive knowledge of the occupational group concerned, normally consists of 3 essay-type exercises and 10 short-answer type questions. All essays and questions are mandatory. The total time recommended for this part is 4 hours and it has a coefficient of 50 per cent of the marks assigned to the examination.

13. Some candidates may be required to sit for a special language test as stated in ST/AI/1998/8. This test consists of two parts covering, respectively, reading and writing abilities. The duration of the test is 2 hours and 30 minutes. Candidates who have not demonstrated proficiency in one of the working languages of the Secretariat (English or French) in the special language test or in the drafting test will be considered as not having met the standard required in the examination.

B. Oral examination

14. Candidates may be convoked for an oral examination in accordance with administrative instruction ST/AI/1998/8. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

15. The oral examination will consist of two separate exercises: an oral presentation and a group exercise. The oral examination will constitute 20 per cent of the marks of the examination process. The oral presentation, designed to evaluate the candidates' ability to communicate and convey their views in a clear, understandable and concise way, will account for 8 per cent of the points assigned to the examination, and the group exercise will account for 12 per cent of those points. The four performance dimensions measured by the group exercise, initiative, adaptability, negotiating skills and potential for leadership, will each account for 3 per cent of the marks assigned to the examination.

16. Candidates may make the individual oral presentation in English, in French or in one of the official languages of the regional commissions other than English or French. In the group exercise, candidates must converse in either English or French. Language will be taken into consideration when constituting groups for the group exercise.

Oral presentation

17. For all occupational groups, the standardized format of the oral presentation will include a 10-minute presentation of a general nature on a topic broadly related to the occupational group concerned. Each candidate will draw two topics at random from a selection prepared in advance and choose one of the topics. The candidate will then have 15 minutes to prepare an oral presentation on the selected topic. Following the presentation, the Board of Examiners will have an opportunity to ask three questions for clarification or amplification of any of the points made by the candidate. After the presentation and related questions, the Board will ask five other questions of a general nature, also broadly related to the occupation, and two questions for clarification or amplification of any points made during the five additional questions.

18. The presentation and responses to questions of the oral presentation will be evaluated in accordance with a rating scale designed to assess the candidates' ability to comprehend topics and questions, to communicate with others and to present and illustrate with examples his or her views in a clear, logical and understandable way. In order to ensure consistency, the marking will be done separately by each member of the board immediately after each oral presentation and without relation to the grading of the written examination.

Group exercise

19. The group exercise is a leaderless group, non-assigned role exercise. As designed for the oral examination, it will measure the performance dimensions of initiative, adaptability, negotiating skills and potential for leadership. Candidates will be assigned to groups ranging in size from three to six members. Groups may be constituted of candidates drawn from one or several occupational groups. If a candidate is convoked to the oral examination for two occupational groups, scores obtained in the group exercise portion of the oral examination will be applied to both occupational groups.

20. The group exercise is a problem-solving exercise in which a scenario describing a series of problems is presented to the group. The group is allowed a specified length of time to analyse and discuss the problems. The members must arrive at a solution to each problem presented in the exercise as a group, through group discussion. Once the solutions have been reached, depending upon the specific requirements of the exercise, a presentation/ discussion/report will be generated to be presented to the board members.

21. Candidates participating in the group exercise will be evaluated by a special board consisting of members who have received training in the group exercise methodology. The training will focus on teaching the members to identify, observe, assess, rate and record specific behaviours related to the above-mentioned performance dimensions. During the group exercise, the board members will observe each group member's behaviour relative to the performance dimensions and take notes on each candidate's behaviour. Upon completion of the exercise, the board members will rate, on predetermined scales, each candidate's behaviour according to the appropriate performance dimensions. The board members will discuss their ratings and, where discrepancies in rating occur, will reconcile ratings. After reconciliation takes place, a total score will be calculated on the basis of the reconciled ratings.

22. This information circular supersedes information circular ST/IC/1998/61 of 9 September 1998.

United Nations ST/IC/1999/56

Secretariat

29 July 1999

Information circular*

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Recycling programme at Headquarters**

1. The purpose of the present information circular is to advise staff members of the steps that are presently being taken to expand the paper-recycling programme within the Secretariat building, established by ST/IC/88/18 of 29 March 1988, and to seek staff cooperation in ensuring its success. It is also the Secretariat's intention to work with management in other buildings where the United Nations has offices to ensure that all staff are able to participate in a viable office-recycling programme.

2. Starting on Monday, 2 August 1999, the United Nations will introduce new measures to expand its recycling programme. The main objective is to collect a higher percentage of the recyclable paper generated at Headquarters and to reduce the amount disposed of as garbage. This garbage is transferred to the city's landfills, which are already full beyond their capacity, thus adding to the waste disposal crisis in New York.

3. To facilitate participation in this programme, each staff member will receive a small bin, labelled "Recycle White Paper Only", which is to be kept by his/her desk; this is in addition to the regular garbage cans. The recycling bin should be used for collecting white paper of all types. Small quantities of coloured paper such as routing and message slips may be deposited in these bins as well.

4. Under this programme, each staff member should empty his or her recycling bin. The bins should be emptied daily, or as often as necessary, into the large collection recycling containers conveniently labelled and located at each copy station on each floor. Building maintenance staff will empty the large containers nightly, or as often as necessary.

5. In addition, bins labelled "Newspaper Only" have already been placed in the corridors on each floor, usually two per floor. These bins are for the recycling of newspapers, magazines, and catalogues (additional bins for the collection of newspapers and magazines will be strategically placed as needed around the buildings).

* Expiration date of the present circular: 31 December 2001.

99-22173 (E) 290799

6. With regard to bottles, cans and aluminum products, staff are encouraged to take these to any of the in-house eating facilities and to place them, rinsed clean, in the recycling containers located there.

7. Corrugated cardboard (flattened) should be placed by the freight elevator next to the janitor's closet. Manila envelopes, folders, spent inter-office mail envelopes and folders with metal parts should be bundled up and sent to the messenger mail stations for proper routing to a central collection point.

8. All other waste materials such as napkins, plates, food and beverage containers (paper and plastic) should be disposed of in the regular garbage cans. The maintenance staff will empty them each night.

9. The United Nations recycling efforts contribute to saving landfill space, conserve natural resources, reduce energy consumption in the manufacturing process, and help to reduce its waste removal costs. It is important for the United Nations to be seen as a leader in sustainable environmental practices, as well as an advocate of environmental awareness and sustainable development issues.

10. Procedures relating to the recycling programme at Headquarters are described in a brochure that will be distributed shortly. Any questions staff members may have about the programme, or suggestions as to how the programme may be improved should be addressed to the Recycling Coordinator, Facilities Management Division, at extension 3-0548 (Room S-2171H).

11. The present circular supersedes information circulars ST/IC/88/18 and ST/IC/1992/76 of 20 November 1992.

United Nations ST/IC/1999/57

Secretariat

3 August 1999

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue: "Universal Postal Union — 1874–1999" stamps and souvenir card**

Stamps

1. On Monday, 23 August 1999, the United Nations Postal Administration will issue a set of three commemorative stamps to commemorate the one hundred and twenty-fifth anniversary of the Universal Postal Union. The issue will also coincide with the Universal Postal Congress of the Universal Postal Union, which is to be held in Beijing, at the end of August 1999.

2. The stamps were designed by Mark Hess (United States of America). Each sheet of 24 stamps will accommodate six se-tenant blocks of four stamps.

(United States equivalents — SwF 0,70 (block of four): US$ 1.84; S 6.50 (block of four): $1.98 — subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 31 August 1999.

99-22731 (E) 060899

Souvenir card

3. A souvenir card on the theme "1874–1999 Universal Postal Union" will also be issued on 23 August 1999. The card, which was designed by Rorie Katz (United States of America), depicts the new stamps and carries a statement by the Secretary-General.

General information

4. For the convenience of collectors, the United Nations Postal Administration at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet only. Members of delegations and the staff can obtain these items on Monday, 23 August, at the following locations:

(a) The United Nations Postal Administration sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

5. First day of issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter along the west wall of the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. Information on United Nations stamps can be accessed on the Internet at www.un.org/Depts/UNPA.

United Nations ST/IC/1999/58

Secretariat

3 August 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Competitive examination for promotion to the Professional category of staff members from other categories**

1. Many staff members have expressed concern with regard to the implications of paragraph 22 of section V of General Assembly resolution 53/221 of 7 April 1999, which reads, "*Requests* the Secretary-General to complete the realignment with the national competitive examination of the competitive examination for promotion to the Professional category and above of staff members from other categories, in particular regarding academic qualifications and equitable geographical distribution, as well as equal treatment with regard to probationary appointments".

2. I fully understand and share this concern. In the Fifth Committee, on 31 March 1999, I drew the Committee's attention to the implications of the inclusion in the draft resolution of a new element of equitable geographic distribution in the following way: "Allow me to draw the Committee's attention to the implications of the inclusion in paragraph 22 of section V of 'equitable geographic distribution' as part of the realignment of the national competitive examination and the G to P exams. The G to P exam, unlike the national competitive examination, is not a recruitment exam, but rather a promotion exercise for staff already in service in the Organization — the one and only means of promotion from the General Service category to the Professional category. Hundreds of staff compete each year for a very small number of posts. Hundreds more each year, at their own expense, continue their education to acquire a university degree with the hope that, one day, they may get the opportunity to sit for the G to P exams. The wording in paragraph 22 would mean that some serving General Service staff would be denied any opportunity for possible promotion because of and by reason of their nationality, which has never been a criteria for promotion, or a ground to deny promotion. This will be extremely damaging for staff morale since staff in all categories should be afforded opportunities for career growth with the Organization."

3. It is the Secretary-General's intention to bring this matter back to the General Assembly at its next session to inform the Assembly of the concerns of management and staff on this matter.

* Expiration date of the present information circular: 31 December 2000.

99-22711 (E) 060899

4. Meanwhile, as indicated in paragraph 8 of ST/IC/1999/55 of 27 July 1999, in view of paragraph 22 of General Assembly resolution 53/221, all eligible candidates will be allowed to take the examination, but the results of the examination, including the marking of the papers of nationals of over-represented countries, will be subject to the outcome of the review of the issue by the General Assembly at its fifty-fourth session.

United Nations ST/IC/1999/59

Secretariat

4 August 1999

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle****

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and Territories for travel by private motor vehicle, effective 1 July 1999, as set out in the annex to the present circular.

2. The present circular supersedes information circular ST/IC/1999/27 of 6 April 1999.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7111.

99-22799 (E) 090899

Annex

Rates of reimbursement for travel by private motor vehicle

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Anguilla
Bahamas
Bangladesh
Belize
Benin
Bermuda
Bolivia
Brazil
Brunei Darussalam
Burkina Faso
Cambodia
Canada
Cape Verde
Congo
Cook Islands
Costa Rica
Cyprus
Dominican Republic
Ethiopia
Fiji
Guatemala
Guinea*
Guyana
Israel*
Jordan
Kyrgyzstan
Latvia
Liberia
Madagascar
Malaysia
Maldives
Namibia
Nauru
Nepal
Netherlands Antilles
Oman
Pakistan
Philippines
Republic of Korea*
Republic of Moldova
Samoa
Syrian Arab Republic
Togo
Tonga
Trinidad and Tobago
Turkey
United Arab Emirates
United States of America
Viet Nam

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Australia
Barbados
Bhutan
British Virgin Islands
Cayman Islands
Central African Republic*
Chile
Comoros
Côte d'Ivoire*
Djibouti
El Salvador
Haiti
Honduras
India
Kenya
Kiribati
Kuwait
Lao People's Democratic Republic
Macau
Malawi
Mauritius
Mexico
Mongolia
Montserrat
Morocco
Mozambique
New Caledonia
Niger*
Panama
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sierra Leone
Singapore
Sri Lanka
Tunisia
United Republic of Tanzania
Vanuatu
Zambia

Europe: All countries in Europe except those listed in groups II, IV or V.

* Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Chad
Croatia
Democratic People's Republic of Korea
Dominica
Equatorial Guinea
Gambia
Greece*
Grenada
Mali
Malta
Mauritania
Nicaragua
Niue
Peru
Senegal
Seychelles
Slovenia
South Africa
Spain*
Uruguay*
The West Bank and the Gaza Strip

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Argentina
Austria
Belarus
Belgium
Cuba
Denmark
Finland
France
Germany
Hong Kong, China
Iceland
Ireland
Italy
Jamaica
Japan
Netherlands
Norway
Portugal
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland

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* Indicates a change in the grouping.

United Nations ST/IC/1999/60

Secretariat

6 August 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2000**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2000 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 18 and 19 January 2000
Registration, first session	Thursday to Friday, 6 to 14 January 2000
Second session	Tuesday and Wednesday, 30 and 31 May 2000
Registration, second session	Thursday to Friday, 11 to 26 May 2000

Those who wish to take the examination in January or May 2000 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2000 written examinations are as follows:

(a) First session

Tuesday, 18 January 2000

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 2000.

99-23134 (E) 120899

Wednesday, 19 January 2000

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

(b) Second session

Tuesday, 30 May 2000

English..... 9 a.m. to 12.30 p.m.

Chinese..... 2 p.m. to 5.30 p.m.

Russian..... 2 p.m. to 5.30 p.m.

Wednesday, 31 May 2000

French..... 9 a.m. to 12.30 p.m.

Arabic..... 2 p.m. to 5.30 p.m.

Spanish..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the beginning of the examination to allow for check-in procedures.

4. The conference room number where each written examination will be held will be posted in the Secretariat Building on the bulletin boards and on those in the DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-April 2000 for the first session in January and by the end of July 2000 for the second session in May. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility criteria and requirements for passing the examination.

United Nations ST/IC/1999/61

Secretariat

9 August 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Migration to Lotus Domino/Notes Mail**

1. The purpose of the present information circular is to confirm that the e-mail system currently used at Headquarters, cc:Mail, will be replaced with Lotus Domino/Notes Mail and to provide staff members with the migration and training schedule.

2. The decision to migrate to Lotus Mail was taken because the current system is not year 2000-compliant, nor is it adequate for the large number of United Nations users (5,500 at Headquarters and 25,000 worldwide). Lotus Domino/Notes Mail is year 2000-compliant and also offers features in addition to the common e-mail functions, namely, a calendar and scheduling, which can be shared among several users. In addition, it supports other languages, including French and Spanish, and will provide a robust infrastructure for future applications, such as form processing and workflow. Furthermore, several offices have already been using Lotus Domino/Notes Mail satisfactorily for several years. A pilot migration from cc:Mail to Lotus Notes Mail has been successfully completed for 209 users.

3. The migration process will start on 20 August 1999 and will continue until 10 December 1999. Staff members will be informed of the dates of the migration process for their particular post offices by cc:Mail. Post office migrations will start on Fridays at 2 p.m., except during the General Assembly, when they will start at 4 p.m. Post offices scheduled for migration will be shut down until the following Monday morning, thus no e-mail will be available for users of these post offices during this time. Any incoming messages for users whose e-mail is undergoing the migration process will be stored in the cc:Mail hub server and will be forwarded to them after the completion of that process.

4. Staff members are advised to use alternative means of communication if they expect to send or receive any urgent messages and to notify correspondents of the scheduled migration. Focal points will be advised of possible strategies to handle such situations and offices away from Headquarters will be notified of the specific periods of down time.

5. All messages, folders, except for trash folders, archived mail messages, private mailing lists and Internet address books will be migrated to the Lotus Domino/Notes Mail system during the migration process.

* Expiration date of the present information circular: 31 December 2000.

99-23136 (E) 160899

6. Once installed, Lotus Notes Mail can be launched from Windows 95 or 98 by selecting "Start", "Programs", "UN Applications", or "Lotus Notes", or from the Windows desktop by clicking on the icon corresponding to Lotus Notes or the icon "UN Applications" and then selecting Lotus Notes.

7. The new e-mail system is similar in operation to commercial systems available through the Internet. It is therefore expected that staff members, who regularly use e-mail through the Internet, will be able to adjust very rapidly to the basic and most commonly used functions. However, as with any new software tool, a certain effort will be required on the part of staff members to adjust to the new e-mail system.

8. To help users with the transition to the new system, and on the basis of current practice in information technology training, the Information Technology Services Division has set up three types of training:

(a) Lotus Notes Tutorial;

(b) Demonstration of the main features of the new system;

(c) Hands-on training for focal points.

9. The Lotus Notes Tutorial will be distributed in advance through the Central Management System (CMS) to all personal computers connected to CMS so that users may familiarize themselves with the way in which Notes Mail operates. The Lotus Notes Tutorial provides examples of how to accomplish the most common e-mail tasks and will remain installed on all personal computers to be used for reference during the transition period. It is highly recommended that staff members review the functions explained in the Lotus Notes Tutorial before attending the demonstration and before the migration takes place.

10. The demonstration will be conducted twice a day, at 10.30 a.m. and 2.30 p.m., in the Dag Hammarskjöld Library on the Thursday prior to each scheduled migration and will last about two hours. Staff members who miss their demonstration for official reasons may attend any other demonstration. The demonstration date and place will be confirmed through a cc:Mail message. Staff members will be given a demonstration and explanation of what they will see on their screens when they first log on after the migration. They will also be shown how to execute basic e-mail functions using the Notes Mail client and will be able to ask questions about the new system.

11. The hands-on training, which consists of a half-day course, is intended for the LAN administrators and focal points who will provide assistance to the users in their respective offices during the migration. This course will be given once a week in the Dag Hammarskjöld Library training room.

12. Along with the Lotus Notes Tutorial mentioned above, additional programmes necessary for the Notes Mail installation will be distributed through CMS on all personal computers prior to the migration process. The first time staff members log onto the Lotus Domino/Notes Mail, an upgrade programme will automatically convert their private mailing lists and Internet address books into the Notes private address book format, as well as converting the local archives into a Notes format.

13. Since all the necessary components for the migration will be distributed by CMS, it is essential that all personal computers are configured and connected to receive CMS. The Information Technology Services Division will coordinate this process with LAN administrators and focal points in the respective offices prior to the scheduled e-mail migration.

14. It should be noted that Internet addresses will not change as a result of the migration. Furthermore, a facility that will allow remote access to internal electronic mail (via the Internet) will be installed as part of the migration.

15. Any problems concerning the migration should be reported to the Help Desk at extension 3-3157. The migration support team will be present before 9 a.m. on the Monday following each migration to assist staff members with any problems. About one week later, the migration team will hold a meeting with the staff members of the post offices that have undergone the process to address any concerns and answer any questions they may have.

United Nations ST/IC/1999/62

Secretariat

9 August 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language and Communications Programme at Headquarters — year 2000 programme**

1. Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized in order to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff, as mandated by the General Assembly in its resolutions 2480 B (XXIII) of 21 December 1968, 43/224 D of 21 December 1988 and 50/11 of 2 November 1995. The purpose of these courses is to provide staff members with the opportunity to learn the official languages of the Organization and to use them in their work. To further enhance the ability of staff members to perform their jobs with greater competence and to develop their linguistic skills for professional development, special advanced courses in active listening and pronunciation, as well as courses in communication skills such as drafting and giving presentations, are offered.

2. The purpose of the present circular is to advise staff members of the registration dates and schedules for the United Nations Language and Communications Programme at Headquarters.

I. 2000 course calendar

3. The 2000 course calendar is as follows:

(a) *January 2000 term*

Language classes: 3 January–24 March
End-of-term examinations: 27 March–31 March

(b) *April 2000 term*

Language classes: 17 April–7 July
End-of-term examinations: 10–14 July

(c) *September 2000 term*

Language classes: 11 September–1 December
End-of-term examinations: 4–8 December

II. Registration

4. The registration schedule for language and communications courses is as follows:

(a) *Registration for January 2000 term*

1–12 November 1999

(b) *Registration for April 2000 term*

28 February–10 March 2000

(c) *Registration for September 2000 term*

5–16 June 2000
28 August–1 September 2000

(d) *Registration for the January 2001 term*

30 October–10 November 2000

* Expiration date of the present information circular: 31 December 2000.

99-23138 (E) 160899

Registration procedure

5. New participants may register for a language course by filling out a registration form, which may be obtained from the Language and Communications Programme, room S-606, during the established registration period between 1 and 3 p.m., and returning it to the same room before the published deadline. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test when they register.

6. Once registered, participants will be given an opportunity in class, before the end-of-term examination, to renew their registration for regular courses in subsequent terms. Participants are advised that, if they fail to register at that time, they will be dropped from the programme unless they have submitted a written explanation of their special circumstances to the appropriate language coordinator.

7. All those who wish to participate in communication skills courses, conversation classes or special courses, such as the advanced reading workshops and the pronunciation workshops, must fill out the appropriate form, which may be obtained in room S-606 during the registration period. In the case of conversation and special courses, if a course is oversubscribed, priority will be given to staff members and applicants who have not taken the course before.

8. Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme.

Language of study

9. Prospective participants are advised to exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, for they may register for only one such course each term and may not interrupt a course of study in one language in order to begin studying another without the authorization of the Staff Development and Learning Service. Students in the programme must write to the staff development officer in charge of the Language and Communications Programme to request such a change.

Notification of enrolment

10. Staff members and other participants whose registration is current or who have registered during the established registration period should check the class lists, which will be posted on the sixth floor of the Secretariat building in the SA-B classroom area and on the second floor of the DC2 building during the week before the beginning of each term.

Cancellation of registration

11. Participants who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change-of-registration form in room S-606 between 1 and 3 p.m. within the first two weeks of the term. If those students wish to re-register for the same course in a subsequent term, they must come in person to room S-606 during the announced registration period to complete the necessary registration forms. Paying participants who cancel their registration after this two-week period will be considered participants for the term and will be charged the full fee for each course in which they have registered (i.e., no tuition fees are refunded after the second week of classes). Furthermore, they will be treated as repeaters when they register for the same course in a subsequent term.

III. Language courses

12. Four types of language courses are offered each term: regular, accelerated, conversation and specialized courses. In addition, the Staff Development and Learning Service designs and conducts special job-related language courses to meet specific language needs at the request of departments.

Regular courses

13. Regular courses meet for one-hour periods, three or four times a week, depending on the level. Classes are offered at the following times:

Before work:	8.30 a.m.
Lunch hour:	12 noon, 1 p.m. and 2 p.m.
After work:	5.45 p.m. (6.15 p.m. during the General Assembly session)

14. Not all levels of a given language are offered at each of these times. Draft schedules, posted in room S-606, should be consulted at the time of registration. Every effort will be made to place registrants according to the time preferences they indicate; however, because the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

Accelerated courses

15. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 8.30 to 9.30 a.m. Written authorization is required for staff members wishing to take such courses.

This authorization must be renewed each time the staff member registers for an accelerated course.

Conversation courses

16. Conversation courses are provided for staff members who have passed the language proficiency examination or who have a sufficiently advanced knowledge of the language. Those enrolled in the upper four levels of a language programme are also eligible to participate. The purpose of these courses is to develop oral expression and to supplement the instruction provided in the other courses. Conversation classes meet two hours a week.

Special courses

17. Specialized language workshops in a variety of language skill areas are offered; advanced reading, listening and pronunciation skills workshops are available. These workshops allow participants to focus on and improve their abilities in specific skill areas. At the time of registration, participants may check which workshops are available in the language they wish to study.

IV. Communication skills

18. To address the need of the Organization for staff members to develop their communication skills for work-related purposes, courses have been developed as indicated in the report of the Secretary-General on the implementation of the strategy for the management of the Organization's human resources (A/C.5/51/1).

19. The writing training component of communication skills addresses the need to improve the drafting skills of staff members whose functions require them to draft in a working language of the Organization. Writing workshops, which include courses in expository writing, drafting letters and memoranda (English and French) and report writing generally, meet from 3 to 5 p.m., one day a week. In addition, presentation skills courses (English and French) are offered to develop the ability of staff members to speak more effectively before groups.

20. For a description of these courses, staff are requested to consult the Staff Development Programme site of the Office of Human Resources Management (http://intranet/OHRM/ Training/21ao.htm) on the United Nations Intranet under the "Staff Services" heading or the Staff Development Programme booklet, copies of which are available in room S-606.

V. Additional information

Self-study and resource centre

21. The Staff Development and Learning Service operates a self-study and resource centre (DC2, room 203), containing a multimedia laboratory for individual study. The self-study centre offers audio and video materials, computer software and CD-ROM, as well as language training manuals, which are geared to the further development of acquired linguistic skills for United Nations-related purposes. Some communication skills self-study materials are also available.

22. The hours during which the self-study and resource centre are open are posted on the bulletin boards on the second floor of the DC2 building and the sixth floor of the Secretariat building at the beginning of each term so that staff can avail themselves of this resource. All students in the first three levels of a language programme are to work on developing their skills in the centre at least one half hour per week in addition to their class work.

Lunch-hour attendance of language courses

23. Supervisors are requested to permit staff members attending classes during their lunch hour 20 minutes for a quick meal before resuming their work.

Absenteeism

24. Participants are advised that those who fail to attend class during the first week of the term will automatically be dropped from the class list, and their places may be allotted to persons on the waiting list unless they have informed the language coordinator in writing. Absences from class during the term should be explained in writing to the appropriate language coordinator.

Course materials

25. Participants will be informed on the first day of class of the materials that will be used during the course. Textbooks assigned for specific language courses are available for purchase in the United Nations bookshop, located in GA-032A. It should be noted that course materials produced by the Staff Development and Learning Service are intended for use exclusively by participants in the language courses offered by that Service.

End-of-term examinations

26. Examination schedules are posted during the last month of classes. Participants are advised that examinations are an integral part of the language programme and it is

mandatory to take them. Participants who do not sit for the end-of-term examination will be dropped from the programme unless they have submitted adequate written explanation to the appropriate coordinator in advance of their absence.

27. Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which participants must pass to be able to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language coordinator one week after the beginning of a term.

28. Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination must write a memorandum to the coordinator of the language they are studying.

Language proficiency examination

29. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources. The language proficiency examination will be given on 18 and 19 January and 30 and 31 May 2000. The application to take this examination must be made separately. Further details will be provided in the information circular on the year 2000 language proficiency examinations. There are no make-up examinations for the language proficiency examination.

VI. Enquiries

30. The information desk in the Secretariat building, located in room S-606, is open from 1 to 3 p.m. on weekdays for enquiries.

31. Telephone numbers to call for information:

Information desk:	963-7056
Self-study and resource centre:	963-2482
Language proficiency examinations:	963-9503/ 9508

Pedagogical enquiries and appointments with language coordinators and head teachers:

Arabic:	963-9506
Chinese:	963-2481
English:	963-2188
French:	963-7019 and 963-1125
Russian:	963-7063
Spanish:	963-7026

Teachers' room (1B-24):	963-5155
Teachers' room (DC2-201):	963-2480
Fax machine number for Language and Communications Programme office, room S-606:	963-6016

Staff members who wish to consult a language coordinator or head teacher should telephone in advance to make an appointment.

32. Pending preparation and issuance of an administrative instruction on the rules and procedures governing eligibility and tuition fees for the Language and Communication Skills Programme conforming to the provisions of ST/SGB/1997/1, staff members are requested to consult information circular ST/IC/1996/77 dated 18 December 1996, copies of which can be obtained in room S-606.

United Nations ST/IC/1999/63

Secretariat

16 August 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Catering services**

1. Under the terms of the contract negotiated in 1997 for the operation of the catering facilities at Headquarters, increases in prices of 5 per cent are effective at the commencement of the contract, in September 1999 and in September 2002.

2. It should be noted that, under the previous contract, prices increased 5 per cent every year in which the United States Consumer Price Index increased by 5 per cent or more. Under that system, there were price increases in 1990, 1991, 1992 and 1993; the catering contractor waived its right to a further increase in 1995 in view of the pending Request for Proposal process.

3. In accordance with the arrangement agreed upon, the 5 per cent increase, which will become effective 1 September 1999, will have the following effect:

	From:	*To:*
(a) Beverages:		
Coffee and tea (small/large)	0.65/0.80	0.70/0.85
Espresso (small/large)	1.00/1.95	1.05/2.00
Cappuccino (small/large)	1.20/1.60	1.25/1.65
Juices (bottled) 16 oz.	1.20	1.25
(b) Food:		
Breakfast items:		
Eggs (2, any style)	1.40	1.45
Three pancakes with syrup	1.30	1.35
Grilled ham/bacon/sausages	1.40	1.45

* Expiration date of the present information circular: 31 August 2002.

99-23752 (E) 180899

	From:	*To:*
Lunch and dinner items:		
Entrée 1	2.65	2.80
Entrée 2	3.50	3.65
Entrée 3	4.35	4.55
Soup (small/large)	0.80/1.05	0.85/1.10
Chili (small/large)	1.30/2.05	1.35/2.15
French fries (small/large)	0.80/1.05	0.85/1.10
Hamburger	1.75	1.85
Salad bar (per ounce)	0.23	0.24
(c) Staff café:		
Entrée 1 and 2	8.75	9.20
Entrée 3	7.40	7.75
(d) Delegates Dining Room buffet:	20.50	21.50

United Nations ST/IC/1999/64

Secretariat

18 August 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in July 1999.

* Expiration date of the present information circular: 31 December 1999.

99-23932 (E) 230899

Annex

Placement and promotion
1 to 31 July 1999

Name	*Gender*	*Releasing dept/office*	*Receiving dept/office*	*Post level*	*Vacancy number*
Promotion					
Baeza, Viviana	F	ECLAC	ECLAC	P-3	98-A-ECL-352-SC
Barros Ochoa, Maria*	F	DGAACS	DGAACS	P-3	
Guermas de Tapia, Semia	F	DESA	ECA	P-3	98-S-ECA-B17-MC
Mourato Gordo, Miguel	M	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-090-NY
Paul, Kenrick	M	DM/OPPBA	DM/OPPBA	P-3	98-F-OPB-090-NY
Tisovszky, Janos	M	DPI	DPI	P-3	99-I-UNV-603-VI
Villacis, Renan	M	OLA	OLA	P-3	98-L-OLA-397-NY
Bornales, Jose	M	DM/OCSS	DM/OCSS	P-4	98-A-DOM-393-NY
Dueltgen, Surachanee	F	UNJSPF	DM/OPPBA	P-4	98-F-OPB-362-NY
Gherman, Eugene	M	ESCAP	ESCAP	P-4	99-E-ESC-205-BA
Mussi, Carlos	M	ECLAC	ECLAC	P-4	99-E-ECL-238-BR
Pochigayev, Igor	M	DM/OPPBA	DM/OPPBA	P-4	98-F-OPB-362-NY
Porreca-Small, Joanna	F	DM/OCSS	DM/OCSS	P-4	98-A-DOM-393-NY
Aranda, Victoria	F	UNCTAD	UNCTAD	P-5	98-E-TAD-A90-GE
Cherif, Mary	F	DPI	DPI	P-5	99-B-DPI-087-NY
Lee-De Laurentis, Jennifer	F	UNFIP	UNFIP	P-5	98-S-DOM-B32-NY
Mitchell, Jacqueline	F	DGAACS	DGAACS	P-5	99-T-DGA-219-NY
Pelsise, Michel	M	DM/OHRM	DM/OHRM	P-5	99-A-DOM-023-NY
Reyes, Alberto	M	DGAACS	DGAACS	P-5	99-T-DGA-245-NY
Swarbrick, Peter	M	DPKO	DPKO	P-5	98-P-DPK-A15-NY
Wambui, Karanja	F	ECA	ECA	P-5	98-S-ECA-118-AA
Zimny, Zbigniew	M	UNCTAD	UNCTAD	P-5	98-E-TAD-A97-GE
Camacho, Sergio	M	UNOV	UNOV	D-1	99-X-UNV-068-VI
Flynn-Connors, Elizabeth	F	DPI	DPI	D-1	99-I-DPI-027-NY
Herrel, Karsten	M	UNOG	UNOG	D-1	99-A-UNG-049-GE
Lewis, Vivian	F	DGAACS	DGAACS	D-1	99-A-DGA-006-NY
Narula, Sudershan	F	DM/OHRM	DM/OHRM	D-1	98-X-HRM-172-NY
Beissel, Denis	M	UNOV	OHRM	D-2	98-A-HRM-A82-NY
Bjornsson, Steinar	M	DPKO	UNOV	D-2	99-A-UNV-047-VI
Gastaut, Therese	F	DPI	DPI	D-2	99-A-DPI-082-NY
Zedan, Hamdallah	M	UNEP	UNEP	D-2	NA-98-39
Placement					
Uno, Kimiko	F	ESCWA	ESCAP	P-5	97-E-ESC-075-BA

* The Secretary-General approved the staff member's promotion in accordance with personnel directive PD/9/59 of 4 March 1959.

United Nations ST/IC/1999/65

Secretariat

18 August 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in July 1999.

* Expiration date of the present information circular: 31 December 1999.

99-23934 (E) 230899

Annex

Placement and promotion
1 to 31 July 1999

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Promotion					
Rivera, Benjamin* **	M	DM/OCSS	DM/OCSS	TC-6	
Hailou, Asseguedou*	F	DESA	DESA	G-5	
Halasan, Anna	F	OIOS	OIOS	G-5	99-G-OIO-003-G5
Ilenko, Sylvie*	F	DESA	DESA	G-5	
Lamour, Danielle*	F	DESA	DESA	G-5	
Weithers-Wills, Engelle	F	DPKO	DPKO	G-5	98-G-DPK-134-G5
Garrity, Kathleen*	F	DM/OPPBA	DM/OPPBA	G-6	
Isaacs, Gabrielle*	F	DM/OPPBA	DM/OPPBA	G-6	
Lamour, Marie Nicole	F	OLA	OLA	G-6	99-G-OLA-011-G6
LeCrann, Claude*	M	DM/OHRM	DM/OHRM	G-6	
Samaranayake, Tilak	M	DGAACS	DGAACS	G-6	94-G-OCS-032-G6
Wu, Shihyu	F	UNJSPF	UNJSPF	G-6	99-G-JPF-037-G6
Fasano, Roseanne	F	OIOS	OIOS	G-7	98-G-OIO-132-G7
Sison, Linda*	F	DESA	DESA	G-7	
Tiongson-Eppert, Monica	F	DM/OPPBA	OIOS	G-7	99-G-OIO-002-G7

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

** The Secretary-General has approved the promotion of the staff member to the TC-5 level against a post at the TC-6 level.

United Nations

ST/IC/1999/66

Secretariat

20 August 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the fifty-fourth session of the General Assembly****

1. During the fifty-fourth session of the General Assembly, which, in accordance with General Assembly resolution 53/224 of 7 April 1999, will open on Tuesday, 14 September 1999, the normal working hours per day will be eight and one half from the opening day until the last day of the main part of the regular session of the General Assembly.

2. Heads of departments or offices may authorize staggered working hours in accordance with administrative instruction ST/AI/408, provided it will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the fifty-fourth session of the General Assembly, the working hours per day will be eight, until further notice.

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* Expiration date of the present information circular: 31 December 1999.

** *Personnel Manual* index No. 1230.

99-24208 (E) 260899

United Nations ST/IC/1999/67

Secretariat

27 August 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-fourth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations, during the fifty-fourth session of the General Assembly.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, regarding the wearing of identification cards, will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR building, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their identification cards will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 1999

99-24234 (E) 250899

Access through the delegates' entrance

3. During the fifty-fourth session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Access for members of non-governmental organizations

4. All members of non-governmental organizations with valid United Nations identification cards will be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

Access to restricted areas

5. The second floors of both the General Assembly and the Conference Buildings are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations identification will be required.

6. Access to the North Lounge and the General Assembly Hall will be permitted for the conduct of official work, only upon presentation of an area-specific pass for the fifty-fourth session of the General Assembly, together with a United Nations grounds pass. Area-specific passes will be issued by the Pass and Identification Unit, under arrangements made by executive offices. Identification cards and area-specific passes are subject to verification by security officers, and must be worn in such a manner as to be easily visible.

7. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

8. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

9. Staff members are reminded of the existing security arrangements, which require that all visitors on official business or invited guests, including family members, must enter through the visitors' entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

10. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort

them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

11. During the period 19 September through 3 October 1999, regular guided tours will be suspended during weekdays and on the weekends.

Traffic in the Secretariat circle

12. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

13. Parking for staff members in the garage will be limited to those staff members in possession of a regular parking permit. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their executive offices and approval by the Garage Review Board. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

14. Vehicles other than those belonging to permanent representatives to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

15. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

16. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations grounds passes or laissez-passers. From 14 September through 1 October 1999, reservations for private dinners or receptions will be accepted only from permanent and observer missions or United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

17. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.45 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the coffee shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria located on the first floor of UNICEF House.

18. The hours of operation of the various facilities during the fifty-fourth session of the General Assembly will be as follows:

14 September to the end of the session

Cafeteria (Secretariat Building, first floor)

Monday–Friday	8 a.m.–8.30 p.m.
Saturday	9 a.m.–3 p.m.

UNCA Club (Secretariat Building, third floor)

Monday–Friday	9 a.m.–4.30 p.m.

Staff Cafe (Conference Building, fourth floor)

Monday–Friday	12 noon–3 p.m.

Vendery (General Assembly Building, third floor)

Monday–Sunday	Open 24 hours

South Lounge (Conference Building, second floor)

Monday–Friday	11 a.m.–7.30 p.m.

North Lounge (Conference Building, second floor)

Monday–Friday (snack bar)	10 a.m.–5 p.m.
Monday–Friday (bar)	11 a.m.–8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday–Friday	11.30 a.m.–2.30 p.m.

Coffee shop (General Assembly Building concourse, first basement)

Monday–Sunday	8.30 a.m.–4.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday–Friday	9 a.m.–6 p.m.

UNDC-1 cafeteria, third floor

Monday–Friday	8 a.m.–6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday–Friday	8.30 a.m.–4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday–Sunday	9 a.m.–5.30 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday–Sunday	9 a.m.–5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday–Sunday	9 a.m.–5.30 p.m.

United Nations ST/IC/1999/68

Secretariat

27 August 1999

Information circular*

To: Members of the Staff

From: The Under-Secretary-General for Administration and Management

Subject: **United Nations Garage: Chairman of the Garage Review Board**

Upon the recommendation of the Joint Advisory Committee, the Secretary-General has approved the appointment of Venketchalam Krishnan as Chairman of the Garage Review Board, with effect from 1 September 1999, to replace Paul Kazarov.

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* The present circular will be in effect until further notice.

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